

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Programme Finance Analyst

REPORTS TO: Head of Finance

REPORTING TO POSTHOLDER: None

LOCATION: London, with ~ 10% travel overseas

DURATION & HOURS: Full time and permanent

PURPOSE OF THE ROLE

Reporting to the Head of Finance, the Programme Finance Analyst is responsible for helping Farm Africa to design, monitor and deliver successful programmes.

The key focus of the role will be to act as business partner to finance and programmes colleagues in the UK and overseas. They will also play an important role in project financial management from inception through to delivery.

This includes proposal budget development – turning activity plans and resourcing plans into financials, ensuring costings are robust and all organisational costs are recovered during initial stages of tendering which will play a key role in underpinning our growth strategy, helping to ensure bids are competitively priced and can demonstrate compelling value for money, whilst also supporting more commercial contract bids.

And then beyond that the role will include carrying out other financial analysis on project costs, so that we have a deeper understanding of our project finances, and ensuring that we understand and fully comply with contractual requirements, including where required financial reporting to donors during the delivery stage.

Farm Africa has an ambitious strategy and growth plan. To achieve our goals we need to push boundaries, to be creative with new and old solutions, and to work flexibly, taking advantage of the most effective solutions with communities, private sector, civil society, and governments. This in turn is likely to lead to an increase in organisational complexity and the need for an ambitious, flexible and expert Finance team who can support it.

KEY TASKS AND RESPONSIBILITIES

1. Project budgeting

▼ Where required, lead on the preparation of project budgets in support of donor funding applications, working with the UK Programmes team and country teams to complete our internal templates and donor budget templates for submission. This will include:

- a. Refining the standard budgeting tools and templates;
- b. Work alongside Programme Design, Business Development, NGO partners, and country teams to translate narratives/work plans into costings;

- c. Complete budgets in internal/donor template formats for internal review, and refine budgets during the internal review process prior to submission, including clear notes, assumptions, and calculation methodology;
 - d. Verify budget information received from NGO partners, and where necessary work with partners on refinements; and
 - e. Ensure that proposal budgets are developed on a full cost recovery basis.
- ✎ Carry out quality assurance checks on project budgets prepared by country teams to ensure compliance with Farm Africa processes and donor requirements and to ensure cost recovery is maximised;
 - ✎ Support the Head of Finance in the organisation-wide annual budget and quarterly re-forecasting process, including working with country finance teams to prepare budgets in accordance with agreed timelines and parameters, and reviewing submitted budgets to ensure alignment with the organisation's financial plan.

2. Project financial analysis / support

- ✎ Support UK Programmes and country finance teams with project start up processes, including assisting in the development of the project financial reports (Budget Monitoring Reports) and providing insight and commentary for the Programme Management Tool;
- ✎ Review monthly project financial reports (Budget Monitoring Reports) and discuss issues/variances with country finance teams, to inform the commentary in the group management accounts;
- ✎ Lead the UK timesheet preparation, including developing templates for each employee, tracking completion and resolving issues;
- ✎ Report and analyse cost recovery on projects, including variances between actual and budgeted cost recovery and total recoveries by country/staff role in order to help ensure recoveries are maximised;
- ✎ Review project fund balances each month to highlight the need for funding requests if due and inform the company monthly cash flow analysis;
- ✎ Develop and implement project closure financial processes, ensuring these are followed and monitoring and resolving any outstanding issues;
- ✎ Prepare other financial analysis and reporting as required by the Finance Business Manager.

3. Project financial reporting to donors

- ✎ Carry out quality assurance checks on project financial reports prepared by country teams to ensure compliance with donor requirements;
- ✎ Produce / review financial reports for submission to donors, ensuring that reports are complete and accurate, and prepared in accordance with donor reporting formats;
- ✎ Ensure compliance with DFID IATI reporting requirements.

Any other tasks as directed by the Head of Finance.

PERSON SPECIFICATION	
Essential	Desirable
Education, qualifications & other knowledge	
CCAB part-qualified accountant	CCAB qualified accountant
Experience	
Working with financial accounting systems	Working knowledge of financial accounting systems (in particular SUN6 / Q&A10)
Familiarity with the work of international NGOs	Familiarity with DFID IATI compliance requirements
Experience of international NGO project budgeting, including approaches to ensuring full cost recovery	Experience of budgeting for commercial contracts
Experience of directly managing the finances of projects funded by institutional donors	Budgeting and re-forecasting in a multicurrency environment and/or in a complex, grant-dependent organisation
	Building strong working relationships with “virtual” teams and across cultural boundaries
Skills & abilities	
Numerate and strong analytical skills – able to gather and analyse data, picking up trends to understand the connections between numbers and the organisation’s operations.	
Strong communicator – able to explain financial information clearly and concisely to a non-financial audience verbally, visually and in writing.	
Organised and efficient – able to effectively organise and deal with a demanding workload with tight deadlines and the need to co-ordinate with multiple teams, often in different locations	
Advanced Excel skills	Good Word/Powerpoint skills
Willingness and ability to travel overseas, potentially at short notice	
Curiosity and interest in the organisation, and a commitment to the organisation’s strategic aims and values	

Our Values

Investing in smallholder farming is the number one way to combat poverty in rural Africa. Farm Africa is a leading NGO specialising in growing agriculture, protecting the environment and developing businesses in rural Africa.

EXPERT. Deep expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.

GROUNDDED. Positive change starts with Africa's people, so our experts work closely with local communities, engaging them in every level of decision-making.

IMPACTFUL. We take a long-term view so we can deliver lasting changes for farmers and their families.

BOLD. We model innovative new approaches and are not afraid to challenge strategies that are failing.

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